

**Request for Proposals (RFP)**

***Person-Centered Planning and Pre-Enrollment Transition Supports***

***(Service Code 056, 099)***

**I. SUMMARY**

Alta California Regional Center (ACRC), serving individuals with developmental disabilities, has identified a need for providers to provide Person-Centered Planning (service code 056) and Pre-Enrollment Transition Supports (service code 099) within the ACRC catchment area, to potential Self-Determination Program (SDP) participants. A potential SDP participant may receive an Initial Person-Centered Plan and/or Pre-Enrollment Transition Supports in order to successfully enroll in the SDP program. Currently, participants have 2 options:

**Option A-** This option is only available through January 31, 2023. Participants may choose to receive an Initial Person-Centered Plan (PCP) and Independent Facilitator’s (IF) services. The cost for both services cannot exceed a total of $2,500. Participants may choose to receive the Initial Person-Centered Plan and IF services from a vendored or non-vendored provider. If, from a non-vendored provider, payments can only be made by using Purchase Reimbursement, service code 024.

**Option B-** Available August 1, 2022 and will be the only option available after February 1, 2023. Participants may request for the development of the Initial Person-Centered Plan and/or Pre-Enrollment Transition Supports separately. Providers will receive payments of up to $1,000 for the initial PCP and up to 40 hours in Pre-Enrollment Transition Supports.

ACRC is looking to coordinate with partnered agencies to identify interested parties to provide this service.

ACRC appreciates your interest in developing residential living options for individuals with developmental disabilities. Please review this request in its entirety and follow all guidelines presented in this document. Failure to submit the appropriate documentation may unnecessarily delay or halt vendorization development.

Please note there is **no start-up funds attached to this RFP**. ACRC is looking to partner with its community to develop a pool of Person-Centered Planning providers, as well as providers to deliver Pre-Enrollment Transition Services.

**II. ADDITIONAL INFORMATION**

Prior to submitting a proposal, please review the following information, as regulatory understanding will be imperative to successful vendorization.

1. Department of Developmental Services: [www.dds.ca.gov](http://www.dds.ca.gov)

a. California Code of Regulations, Title 17- Vendor Application Requirements:

[View Document - California Code of Regulations (westlaw.com)](https://govt.westlaw.com/calregs/Document/ID0BAA9335A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

b. DDS Guidance: [Person Centered Planning and Self Directed Supports Guidance (ca.gov)](https://www.dds.ca.gov/wp-content/uploads/2022/07/Person_Centered_Planning_and_Self_Directed_Supports_Guidance_07282022.pdf)

2. Lanterman Developmental Disabilities Act via [www.dds.ca.gov](http://www.dds.ca.gov)

3. Alta California Regional Center via [www.altaregional.org](http://www.altaregional.org)

**III. Initial Person-Centered Plan**

Payment may be made once the regional center has received the Initial Person-Centered Plan and invoice. Rate of pay for new vendored providers will be $50 an hour and not to exceed $1,000.

Exception: Increase for payment of Initial Person-Centered Plan can only be made on a case-by case basis and requires approval from upper management, such as:

1. PCP requires more time to develop due to lack of natural supports.
2. Preferred language is other than English.
3. There is a higher level of service need due to disability.

**IV. Pre-Enrollment Transition Supports**

Participants may request to receive Pre-Enrollment Transition Supports from the Service Coordinators, Participant Choice Specialists or local transition supports (paid or unpaid). For those requiring additional transition supports, they may request for General Self-Directed (SD) Supports, under service code 099. Participants may receive up to 40 hours. Additional hours may be authorized on a case-by-case basis. **Hours may be split between General Self-Directed Supports or Financial Management Services Self-Directed Supports as described below.**

**General Self-Directed Supports**

General Self-Directed Supports are available in the following ways:

**Assistance, coaching and/or training supports needed by the SDP participant and their family or representative:**

*1. Individual program planning*

1. Coordination with an individual who provided the Initial Person-Centered Plan
2. Assistance at the individual program planning meeting to identify the potential SDP participant’s needs, goals and services in the SDP.

*2. Coordinating how services and supports are provided*

a. Finding and hiring qualified staff or an agency provider

b. Negotiating staff pay or provider rate

c. Understanding the process for obtaining criminal background checks for staff, if applicable

d. Basis information about who can provide services (ex. Qualifications, rules on who may or may not be paid.

e. Basic information about how to manage staff (ex. Setting expectations and hours of work, timely submission and claiming for hours worked)

f. Coaching on all aspects of onboarding and training staff

*3. Managing the 12- month SDP individual budget through the spending plan*

a. Education about generic sources of funding to maximize use of SDP funds

b. Understanding the process/assistance to obtain a certified 12-month budget, understanding how an SDP individual budget is developed and reviewing/developing the individual spending plan

c. Learning and developing basis skills I budgeting and tracking monthly expenditures

d. Basic information about the use of SDP funds (ex. As required in state or federal law and regulations

e. Assistance with establishing communication and coordination between the regional center, FMS provider and staff

**Financial Management Services (FMS) Self-Directed Supports**

In addition to General Self-Directed Supports, participants may request for vendored FMS services as described below:

**Assistance, coaching and/or training in the following areas:**

1. *Education and coaching about*
2. Employment laws, overtime rules, timesheet requirements and responsibilities, insurance requirements
3. Reviewing the monthly budget reported provided by the FMS and responsibilities for reviewing individual budget expenditures; requirements for adjustments to the individual budget and spending planning and FMS processes for these
4. *Eligible goods and services requirements*
5. Process for and assistance with obtaining criminal background checks
6. Verification that the proposed services are compliant with Home and Community-Based Services settings requirements
7. Review of and assistance in adjusting the individual spending plan to ensure the method for calculating the processed expenditures are based on reliable costs and service utilization and adjustments, as needed
8. Discussions with the regional center about inclusion of the spending plan and service authorizations in the e-billing system and other financial and billing requirements, POS processes and regional center processes to support successful transition
9. Other topics, as needed to support a smooth transition into the SDP

**V. Vendorization Requirements:**

The first step of the process is to submit a Letter of Intent for review by a Community Services Specialist. The letter of intent can be found at:

[Service Providers - Alta California Regional Center (altaregional.org)](https://www.altaregional.org/service-providers)

*General SD Supports Provider Qualifications:* Vendors seeking to provide General SD Supports **must** submit a written qualification statement indicating their knowledge and/or experience in each of the following:

* knowledge of people with developmental disabilities, through lived experience, and/or one year of formal paid experience;
* completion of a training course about the self-determination program;
* knowledge of the Lanterman Developmental Disabilities Services Act, including SDP requirements.

*FMS SD Supports Provider Qualifications:*

* The FMS agency must be vendored by the regional center to provide FMS SD Supports,
* must be a current FMS vendor for SDP participants and show a demonstrated ability to provide the duties specified above.